

QUARTERMASTER PROFESSIONAL BULLETIN

WRITER'S GUIDELINES AND SUBMISSION REQUIREMENTS

Overview and Points of Contact. The *Quartermaster Professional Bulletin* is a quarterly proponent publication published by the US Army Quartermaster Center and School, (QMC&S) Fort Lee, Virginia. The mailing address is QUARTERMASTER PROFESSIONAL BULLETIN, ATTN ATSM-CG-DC-B, 1201 22D STREET, FORT LEE, VA 23801-1601. For review of submissions, e-mail George Dunn, editor, at george.dunn2@us.army.mil or telephone (804) 734-4382 (DSN 687). You may also contact Martha B. Guzman the electronic printing and design specialist at guzmanm@lee.army.mil or via telephone (804) 734-4383 (DSN 687) for review or submissions or specific questions about sending text and photographs electronically.

The *Quartermaster Professional Bulletin* is read by all Quartermaster enlisted, warrant officer, officer and Department of the Army civilians worldwide in Active and Reserve Component units. The *Quartermaster Professional Bulletin* is mailed every quarter at no cost to Quartermaster units and to combat service support units that are separate from the Quartermaster Corps but have Quartermaster officers classified as multifunctional logisticians and Quartermaster Soldiers performing supply and field service missions.

Articles. Generally speaking, articles should not exceed 1,600 words. Do not submit articles with footnotes, endnotes or acknowledgement lists of individuals. Back issues provide the best "style guide" for writing. Go to the Quartermaster homepage at www.quartermaster.army.mil, Bulletin, for an index of past editions as well as to read reference this article.

Content. As a doctrinal and training publication, the *Quartermaster Professional Bulletin* informs personnel of current and emerging developments within the Quartermaster Corps. The publication prints materials for which the QMC&S has proponenty, including petroleum and water distribution; supply; airborne and field services; mortuary affairs; subsistence; automated logistics training; career development and future concepts. The *Quartermaster Professional Bulletin* publishes only original articles, so manuscripts should not have been published elsewhere or submitted to other publications for consideration.

Inappropriate Content. Inappropriate for publication are articles that promote self-aggrandizement, notices such as promotions and assignments, routine news items, information for which the Quartermaster Corps is not the proponent, and personality-type features. Public affairs channels target the audiences for these important, but more personal items of information.

Style. Write in a straightforward, narrative style - using the active voice with minimum slang, abbreviations and acronyms; if acronyms are used, please spell out upon first time use. Also per new guidance, Soldier is a proper noun, therefore Soldier is always capitalized. The emphasis is on the content, rather than the organization or individuals. Often, the logical structure of an article is most easily adapted from the format of a military Information Paper.

Clearance. All articles must be cleared by the author's security and public affairs office before submission. A cover letter accompanying the article must state that these clearances have been obtained and that the article has command approval for open publication, as required.

Submission Procedures. Preferably, manuscripts in Microsoft Word and illustrations/photographs/graphics will be emailed as separate files to george.dunn2@us.army.mil and guzmanm@lee.army.mil. Photographs/illustrations/graphics must NOT be embedded in the text. All electronic files of photographs must have a resolution of at least 300 dpi in the .JPG format with appropriate captions. Always include a point of contact name, email address and phone number. In the event that questions arise, we will contact you. Also include a short biography that includes: who you are, current job position, previous experience, military and civilian education. We will include this information with the article when published. If using surface mail, please provide a CD with the hard copy, and tape/note captions to any photographs or diagrams included.